

**REGULAR MEETING, MUNICIPAL BOARD**  
**MONDAY, JANUARY 19, 2009**  
**7:00 P.M.**

**Present** Commissioners Walt Blackler, Dave Blackwell, Alan Dolmatch, Marty Hubbard, Peter Moffa, and Mark Roney, DMO Bob Lotkowitz

**Others** John Camp\* C&S Engineers, representing the Town  
**Present** Cliff Abrams 37 State Street

**Minutes**

The Board unanimously approved the minutes of the Regular Meeting of December 15, 2008 as presented.

**Introduce Director of Municipal Operations (DMO) Bob Lotkowitz**

Comm. Moffa introduced and welcomed DMO Bob Lotkowitz who reported that things are going good since commencing employment with the Village on January 5 and he is already into the thick of things.

**Cryptosporidium-U/V Disinfection**

Comm. Moffa reported that S&W started the process of designing a UV disinfection facility as authorized by the Village Board. In response to DMO Lotkowitz asking if S&W will study other technologies, Comm. Moffa answered, yes and no. He doesn't want S&W to spend a lot of time as Brown & Caldwell already studied other technologies and the information is available. The other technologies ought not to be dismissed, but S&W will go straight to the most effective technology. Comm. Dolmatch recognized that the design should be facility specific not just process specific because we have an identified location at the existing reservoir site. Comm. Moffa commented that that is a good point.

**Town Letter Re: Reservoir Committee**

Comm. Moffa recalled and Mr. Camp agreed that a reservoir committee is being re-formed in response to Town of Skaneateles Water Department Foreman Bruce Famoly's suggestion to Town Supervisor Tierney. Comm. Moffa said we talked about a Municipal Board member sitting on the committee; Comm. Dolmatch noted that the Village Board minutes indicate they will designate members to serve on that committee. Comm. Moffa recalled agreeing to serve on the committee with Comm. Hubbard offering to serve as a backup when Comm. Moffa isn't available. DMO Lotkowitz advised that Mayor Green sent a letter to the Town and is waiting for a response. Comm. Dolmatch commented that there may be some "rope pushing" to do – it's the Town's problem but will implicate the Village as it ties in with the disinfection work. Comm. Moffa indicated that he will call Supervisor Tierney in a couple of weeks if we don't hear from him. He added that it's a two-way street and communication needs to be both ways. Comm. Moffa asked Mr. Camp to relay to the Town that UV is moving forward and estimates may possibly be available in April for the disinfection. Comm. Hubbard clarified for Comm. Roney that the process of forming a committee was started but seems to have halted.

\*Mr. Camp left the meeting.

**Status of AMR (Automatic Meter Reading)**

Comm. Blackwell gave an overview of what's been happening during the last 6 months, prior to DMO Lotkowitz coming on board, including delays in receiving the meters from EJ Prescott, postponement of training, and difference of opinion over payment. DMO Lotkowitz reported that training on both the electric and water meters did occur last Wednesday and Thursday and included Town Water Department Laborer Joe Dwyer. Installation of the programming device was demonstrated; the procedure is a little more complicated on the electric meters. DMO Lotkowitz reported that some meters were installed including one electric meter in the basement of the Old Stone Mill (OSM) and one in Legg Hall, and water meters in Legg Hall and the Paris Flea. Subsequently ten electric meters were installed so we have a dozen working.

Additionally, the web based software was installed at the Village Office. DMO Lotkowitz said the remaining meters need to be installed to complete Phase 1 and he has asked personnel to determine what components are needed to complete Phase 1. In response to Comm. Dolmatch asking if there is a production rate yet, DMO Lotkowitz said the water meters take about 5 minutes but some have to be replaced and that takes approximately an hour. Relative to the electric meters, there is some concern about unplugging and plugging in during the cold weather. Comm. Blackwell commented that more training in the Village Office is needed. DMO Lotkowitz noted that it is not an automated process yet and the interface remains to be done. Comm. Dolmatch noted that at the meeting of January 12 the Village Board authorized paying \$11,025 for the original water meters ordered and EJ Prescott stated that the process would move along very quickly from this point forward. Therefore, he questioned if the Village Board will be ready to vote on the remaining payment at their January 26 meeting. Comm. Blackwell said that although about a dozen tough applications have been set-up, another 20-30 electric meters and water meters (to comply with the Phase 1 representative number of meters) need to be up and running, readings transmitted, and utility bills produced. Once that is complete, payment can be approved. Comm. Dolmatch recalled that an expectation for payment authorization was raised if things really moved ahead. Comm. Blackwell said payment beyond what's been authorized shouldn't happen until there is a sampling of meters and "talking" to the billing system. In response to Comm. Dolmatch, DMO Lotkowitz said he has a status update with EJ Prescott on Friday so can set the expectation.

#### **Capacity/Vulnerability/Emergency Response Plan Development, S&W Proceeding**

Comm. Moffa reported that we have S&W's final draft report and it should be finalized shortly. DMO Lotkowitz acknowledged that as being one report he has not yet had time to read. Comm. Moffa and DMO Lotkowitz agreed to meet later this week to discuss the report.

#### **Transformer Enclosure Issues**

Comm. Moffa recognized this item as one that Comm. Blackwell identified as a major concern. He indicated on the agenda that Trustee Angelillo would talk about this subject, but he is not present. DMO Lotkowitz said he reviewed the CHA report and to satisfy the immediate need, temporary Jersey barriers will be installed. Comm. Dolmatch encouraged DMO Lotkowitz to contact Village Attorney Byrne who can advise about where our liability lies - the conversation may raise the level of concern as to what we do and when. Comm. Moffa said we wanted to get DMO Lotkowitz on board quickly to address this as soon as possible. DMO Lotkowitz reiterated that we'd get the Jersey barriers up quickly and that he'll talk to Line Foreman Murphy about what can be done to prevent someone from poking something inside the transformer enclosure. Comm. Dolmatch recalled that the plexiglass closure solution poses a risk of overheating the transformer in the hot weather. DMO Lotkowitz said a project will be developed to include in the FYE '10 budget and we may be able to start as early as May. Comm. Moffa commented that we can help DMO Lotkowitz by looking at all the electric needs and start to prioritize them so that we can make recommendations to the Village Board and establish relative cost associated with the projects. The Board recalled that the transformer enclosure behind Doug's Fish Fry and the one along the lakeshore, at the end of the ramp from the street were identified by CHA as being the most in need of protection from being struck by a snow plow or other vehicle.

#### **System Diagram Project**

Comm. Blackler reported that DMO Lotkowitz found the system diagram on the computer in the DPW office. He provided a copy to Comm. Blackler and they reviewed it at his office; both tried to contact Bob Serafini by phone but were unsuccessful.

#### **Status of Authorization of D. Stevenson for Sprint/Nextel**

Trustee Angelillo was not present so no status report was given.

### **Underground Electric Service for New Police Station**

Comm. Dolmatch reported that inasmuch as the new Police Station Project is on hold, any electric underground service that would have been in conjunction with that project is also on hold. However, that doesn't reduce the intention for underground electric on Fennell and Jordan Streets, but is a Village Board interest. Relative to the underground at the intersection of Fennell and Jordan Streets, DMO Lotkowitz said that Mayor Green gave him the EDR drawing that he reviewed and questions what to do with the pole at the corner. Comm. Hubbard said CHA addresses that in their September 25, 2008 proposal – it was outlined but he doesn't think the Village Board authorized them to proceed. DMO Lotkowitz said Mayor Green asked him to get a price. The CHA proposal includes the road configuration, but not the electric concept design or estimate. Comm. Moffa commented that CHA should work with our staff so DMO Lotkowitz needs to talk to them. Comm. Hubbard said the system diagram needs to be transmitted to CHA as soon as possible so that they have it for the system evaluation that he wants completed. Comm. Blackler cautioned that the system diagram doesn't include everything. DMO Lotkowitz recognized that he needs to clarify with Mayor Green if work at Jordan and Fennell Streets will be prep work for underground electric or not. Comm. Blackwell said he thinks the Village Board is questioning who is going to pay to go underground and knows at one time Rick Diamond, developer of the OSM, said he would pay for some. Comm. Dolmatch noted that the Village has a policy on how to get payment when the property owner wants service, but the only example of the Village getting payment when the Village wants underground service is the downtown area – there isn't a clear cut precedent. Comm. Blackler said there are two circuits that cross Fennell – the Jordan circuit and the Fennell circuit – so two circuits should be buried.

### **Orchard Road Area Sanitary Sewer Study**

Comm. Moffa reported that the S&W final Orchard Road Area Sanitary Sewer Study Report was received and has some very good data. The new line has certainly helped. DMO Lotkowitz said he looked at the recommendations and deems them more maintenance than anything else. Comm. Moffa said there is still quite a lot of water in back yards of the Orchard Road houses and he met with Larry Pardee (67 W. Elizabeth) who has a 600 ft. swale along the east edge of his property that connects to a 4 inch clay pipe (150 feet) that runs north to Elizabeth Street. The swale and pipe is a relief for several of the homes on the west side of Orchard Road. Comm. Moffa said he talked to Mayor Green about the possibility of having Village staff check the Elizabeth Street connection, for a possible plug in the line upstream to the swale. He also met with Supervisor Tierney to review the Barton & Loguidice (B&L) report on the Franklin Street storm drainage. It was concluded the storm flow through the Mirbeau pond was a bottleneck. It is proposed to route some of this flow northward and reconnect it at Franklin and Elizabeth, downstream from Mirbeau. Comm. Blackler said the S&W report suggested back flow preventative devices in the drain to the sanitary sewer. Comm. Hubbard clarified that they are called check valves. Comm. Blackwell said the drains should go into the storm sewer only – not the sanitary sewer system. Comm. Hubbard said the S&W report doesn't implicate the Orchard Road work and suspects the data in the report was collected prior to the Orchard Road work. Comm. Moffa agreed that based on his review, it did not. As suggested by Commissioners Moffa and Hubbard, DMO Lotkowitz will confirm with the staff what was done on Orchard Road relative to basement flows and verify that connections were made to the storm sewer.

### **HMT Report**

DMO Lotkowitz covered this topic at the Village Board Meeting of January 12 and subsequently ordered the voltage regulator that will be delivered in 6-8 weeks. Although it will be a three-month process in total, eventually we will have a spare.

### **Rich Tract Water Service**

Comm. Blackwell clarified that that this item should not be referred to as the Fallon water service as the Fallon's were only considering purchasing a property but have decided against it. Comm. Moffa distributed a few maps that Laborer Matt Campbell drew and asked Comm. Blackwell to provide some history of the problem. Comm. Blackwell said the water usage on three homes is very low and it is probably a cast iron service running to the homes. Mrs. Oliver was the first to complain about dirty water. A tap was put it and

opened to the lake – the water cleared. About 3-4 months ago there was a meeting at which it was decided to close the tap and to do something if the water got cloudy again. After the Hanrahan's returned from an extended vacation and complained about the water, Laborer Main opened the tap again and the water cleared. Comm. Blackwell said the basic issue is who owns the line and who pays to remedy the problem. Cast iron generates particles and HD Poly could be used to replace the line, but who'd pay for it. In response to Comm. Moffa, Comm. Blackwell said he thinks it's the main line that's the problem, but it could be both the main line and service line. Comm. Moffa commented that we can keep the controlled leak or close it and run a loop, but that would be costly. Comm. Blackwell said he doesn't like the water running into the lake and the basic question needs to be answered. The Commissioners calculated the approximate water loss of the open tap as high as 18 million gallons. (The following day Comm. Moffa calculated flow in the ¾ inch line to be 8 MG at 8 fps.) Comm. Moffa said he'd like Attorney Byrne to look into ownership and at this point just wanted DMO Lotkowitz to be aware of the situation. Comm. Hubbard commented that he doesn't think it's dedicated and surmises that there is little or no documentation.

### **Water Rate Study**

Comm. Moffa said Comm. Roney sent excellent data back after his review and analysis of the Electric Annual Report. The water rate is going to be a contentious issue with the Town and a big part of that is the work relative to a UV disinfection system. At this point, S&W was asked to provide an estimate to re-evaluate the 1986 water rate formula and update it with current costs. Comm. Dolmatch said he believes that the Village has assigned arbitrary portions of the staff to the water operation noting the example of the Village Clerk/Treasurer being allocated 50% to electric and not at all to water. Thus, it is not an accurate reflection of what is actually happening. The Town maintains that we can't take all the costs as some don't relate to the Town – the Village lumps all our costs and then apportions based on water consumption, but the Town doesn't derive benefit from all. Comm. Hubbard commented that it's 100% political. Comm. Roney said it wasn't just arbitrary and there was a methodology. Comm. Moffa suggested that we take a stab at determining what component of our labor goes into serving the Village. Comm. Hubbard said it becomes totally arbitrary. Comm. Roney stated that it did estimate the labor allocation three years ago in water contract negotiations with the Town. DMO Lotkowitz said perhaps we could develop a rate by projecting the next three years instead of taking a static look at expenses. Comm. Roney surmised that the Town would most likely argue that the rate is inflated. Comm. Dolmatch noted that the Green & Seifter report recognized inconsistencies in personnel allocations. However, although it is not really Municipal Board business, we can look at what the Village Board is going to do and comment. Comm. Hubbard reiterated that it is 100% political, adding not to get involved. Comm. Moffa said the "sticky wicket" is splitting labor and it's to the benefit of DMO Lotkowitz to know what employees are doing. If the Mayor desires this Board can input and recommend capital cost and operational allocations. Mayor Green formerly indicated to Comm. Moffa that he'd appreciate the Municipal Board's input on these matters.

### **Consultants' Fees**

Inasmuch as Trustee Angelillo wasn't present, this topic was not discussed.

### **Next Meeting**

Since the next meeting falls on Presidents' Day, a holiday for Village employees, the next meeting was re-scheduled for Tuesday, February 17, 2009.

### **Adjournment**

The meeting adjourned at 8:40 p.m.



Patty Couch  
Deputy Clerk/Treasurer